

Terms of Reference

Background

The *Caribbean Marine Biodiversity Program (CMBP)* which is funded by USAID aims to reduce threats to marine-coastal biodiversity in priority areas in the Caribbean such as coral reefs, mangroves, and seagrass beds, in order to achieve sustained biodiversity conservation, maintain critical ecosystem services, and realize tangible improvements in human wellbeing for communities adjacent to marine protected areas (MPAs/MMAs). To achieve this goal, there are four expected results that must be attained:

- Expected Result 1. Enabling environment created for long-term MPA success
- Expected Result 2. Effective marine spatial plans (MSPs) and seascape governance mechanisms
- Expected Result 3. More sustainable fisheries sector by maximizing fishery benefits of MPAs/MMAs, promoting innovative fishery management actions, and promoting sustainable livelihoods
- Expected Result 4. Effective management and governance of MPAs/MMAs

CMBP is being carried out within four Caribbean seascapes i.e. Jamaica, Haiti, Dominican Republic (DR), Grenada and St. Vincent and the Grenadines. To advance the project activities and achieve the CMBP goal, the Conservancy is working in conjunction with local non-governmental organizations in each seascape. In Jamaica there are two core sites, Bluefields Bay Fish Sanctuary and South West Cay Fish Sanctuary and one network site, Galleon Fish Sanctuary.

I. Objective

To improve management effectiveness of National Special Fishery Conservation Areas (SFCA) (hereinafter referred to as “Fish Sanctuaries”) (Jamaica) by providing training, resources and support for the members of the Network of SFCA Management Partners (hereinafter referred to as “Fish Sanctuary Network (FSN))). The Fish Sanctuary Network is made up of a combination of government, non-government and private sector organizations with an interest in the management of Fish Sanctuaries. FSN members can be seen in Annex 1.

II. Activities to be carried out

The Contractor will, but is not limited to carrying out the following activities:

1. Produce a report on management capacity needs and conservation objectives of each Fish Sanctuary management partner.
2. Produce a training manual for the FSN based on priority training needs coming from capacity needs assessment.

3. Develop the minimum data collection and reporting standards for Fish Sanctuary management partner.
4. Train at least 15 Fish Sanctuary Network members in MPA management/ Fish Sanctuary Management. Topics to include:
 - a) MPA management and best practices;
 - b) Adaptive management;
 - c) Work planning, report writing (including minimum standards) and evaluation (adaptive management);
 - d) Revenue generation, funding sources, financial management and basic accounting;
 - e) Networking and funding opportunities;
 - f) Project proposal writing and project management.

III. Deliverables

Deliverable	Description	Timeline
A	<p>Draft workplan showing activities to be carried out and timelines.</p> <p>Final workplan incorporating comments and recommendations of Project Manager.</p>	<p>May 5, 2017</p> <p>May 15, 2017</p>
B	<ol style="list-style-type: none"> 1. Produce a report on management capacity needs and conservation objectives of each Fish Sanctuary management partner. The report should: <ol style="list-style-type: none"> a) Take into account existing capacity needs assessments of Fish Sanctuary management partners. b) Validate current capacity needs in collaboration with each Fish Sanctuary management partner, including training needs and challenges. c) Determine capacity requirements to meet management and conservation objectives. d) Provide recommendations. 2. Produce a training manual for the FSN based on priority training needs coming from capacity needs assessment. Manual should include time frame and estimated budget requirements for each training topic. 	June 16, 2017
C	<ol style="list-style-type: none"> 1. Develop the minimum data collection and reporting standards for Fish Sanctuary management partners. The first draft of this document should include, but is not limited to minimum standards for the following: <ol style="list-style-type: none"> a) Enforcement activities; b) Biological data collection; c) Human resource information; d) Financial information; and 	June 16, 2017

	<p>e) General management.</p> <p>2. The final draft should incorporate comments from the Project Manager and must be approved by the TNC.</p>	June 30, 2017
D	<p>Train at least 15 Fish Sanctuary Network members in MPA management/ Fish Sanctuary Management. Topics to include:</p> <ul style="list-style-type: none"> a) MPA management and best practices; b) Adaptive management; c) Work planning, report writing (including minimum standards) and evaluation (adaptive management); d) Revenue generation, funding sources, financial management and basic accounting; e) Networking and funding opportunities; f) Project proposal writing and project management. <p>Training report should include:</p> <ul style="list-style-type: none"> • CMBP training record sheet; • Training plan, participants' names, contact information and affiliation, activities performed during the training and results. Training manual. Training effectiveness, challenges and lessons learn. Photographs of training activities should also be included; • Online resources for additional information and training. 	July 23, 2017

Methodology/ Guidance

It is expected that the consultant will communicate with each Fish Sanctuary management partner (Annex 1) to report on management capacity needs (including human resource and equipment) and objectives. Capacity needs and objectives should focus on priorities for the next 5 years. The contractor is expected to review documents such as the Protected Areas System Master Plan and other relevant documents pertaining to protected areas management in Jamaica, especially those developed under the UNDP NEPA NPAS project.

Minimum data collection standards should consider the capacity of the management partners as well as what is required to meet management objectives taking into consideration best MPA management practices, utilizing the local context and capacity within sanctuary management partners. It is expected that among the FSN capacities will vary, but it is important that a standard minimum amount of data is collected that will allow for effective and adaptive management.

Training of FSN member will include the contractor making all the necessary arrangements to facilitate the effective delivery of training; including procuring trainers and training materials, organizing venue, meals, transportation and accommodation for participants as needed. The contractor must ensure that

at least 90% of trainees complete training and that the CMBP training record sheet is used and submitted. The Project Manager will provide guidance to ensure that the necessary project protocols are followed.

The Project Manager will be consulting with the Fisheries Division, experts in the field as well as other stakeholders to give feedback to the contractor on documents before they are finalized.

Contract Term: May 1, 2017 – July 31, 2017

Qualifications:

- University degree in a relevant field of life sciences
- Proven experience in MPA management in the Caribbean
- Proven experience in writing similar reports
- Proven experience carrying out similar training and support activities for MPAs in the Caribbean

All applicant should note that the CMBP will be pursuing GCT Tax exemption as part of this contract and will require your tax registration number or evidence of GCT exemption.

Call for Proposals:

If you have any questions regarding this Terms of Reference or you are interested in performing this work, please attach and submit curriculum vitae along with your proposal and budget no later than April 11, 2017 to: Anna-Cherice Ebanks-Chin, ac.ebankschin@tnc.org. Proposal should include a breakdown of the costs of each deliverable, timeline as well as the number of hours expected to be spent conducting each training topic.

In the email subject line, applicants please state: “Jamaica Fish Sanctuary Network Proposal”

Annex 1

Management entities which comprise the FSN are as follows:

Management Partner	Fish Sanctuary/ Special Fishery Conservation Area (SFCA)	Location
Alligator Head Foundation (AHF)	East Portland SFCA	Portland
Alloa Fisherman's Association	Discovery Bay SFCA	Discovery Bay, St. Ann
Bluefields Bay Fishermen's Friendly Society (BBFFS)	Bluefields Bay SFCA	Bluefields Bay, Westmoreland
BREDS, Treasure Beach Foundation	Galleon, St. Elizabeth SFCA	Galleon, St. Elizabeth
Caribbean Coastal Area Management Foundation (C-CAM)	Galleon Harbour SFCA	Old Harbour, St. Catherine
	Three Bays SFCA	Hellshire, St. Catherine
	Salt Harbour SFCA	Salt River, Clarendon
	South West Cay SFCA	South West Cay, Pedro Bank
Montego Bay Marine Park Trust (MBMPT)	Bogue Island Lagoon SFCA	Bogue, St. James
	Montego Bay Marine Park SFCA	Airport Point, St. James
Negril Area Environmental Protection Trust (NEPT)	Orange Bay SFCA	Orange Bay, Hanover
Oracabessa Bay Foundation/Oracabessa Bay Fisherman's Group	Oracabessa Bay SFCA	Oracabessa Bay, St. Mary
Sandals Foundation	Sandals Boscobel SFCA Boscobel East SFCA Boscobel West SFCA	Boscobel St. Mary
	Sandals Whitehouse SFCA	Whitehouse, Westmoreland
Fisheries Division	Bowden Harbour, St. Thomas Government entity with overall responsibility for all fish sanctuaries	Bowden, St. Thomas